

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SECONDARY VOCATIONAL BUSINESS EDUCATION
Approved by State Board of Education, March 2001
Effective, Fall 2002

COMPUTER PROGRAMMING (CIP CODE 11.0201)
NETWORK ADMINISTRATION (CIP CODE 11.0901)

I. Initial Certificate

A. Requirements for a Five- (5) Year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
3. Evidence of successful completion of three (3) semester hours of the course, Implementing Vocational Business Education Programs; or

Option II

1. Baccalaureate or associate degree in a business-related major or minor;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
3. Evidence of successful completion of the Missouri New Teacher Institute; and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs; or

Option III

1. Three years (6,000) hours of directly related occupational (non-teaching) experience within the most recent ten (10) years;
2. Evidence of successful completion of the Missouri New Teacher Institute; and
3. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs

B. Requirements for a Two- (2) year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements; and

2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option II

1. Baccalaureate or associate degree in a business-related major or minor;
2. Evidence of successful completion of the Missouri New Teacher Institute; and
3. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option III

1. Three years (6,000) hours of directly related occupational (non-teaching) experience within the past ten (10) years; and
2. Evidence of successful completion of the Missouri New Teacher Institute

SUPERVISED BUSINESS EXPERIENCE

A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

CERTIFICATE RENEWAL REQUIREMENTS

II. Requirements for Certificate Renewal:

- A. To renew a five- (5) year certificate, the teacher must:
 1. Attend three (3) vocational education conferences during the five- (5) year period. Attendance records are kept on file in the state office.
- B. To renew a two- (2) year certificate, the teacher must:
 1. Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five- (5) year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

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ACCOUNTING (CIP CODE 52.0302)
GENERAL OFFICE (CIP CODE 52.0407)
INFORMATION PROCESSING (CIP CODE 11.0601)

I. Initial Certificate

A. Requirements for a Five- (5) Year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
3. Evidence of successful completion of three (3) semester hours of the course, Implementing Vocational Business Education Programs; or

Option II

1. Baccalaureate degree in a business-related major;
2. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;
3. Evidence of successful completion of the Missouri New Teacher Institute; and
4. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
 - a. Methods of Teaching Business Education
 - b. Curriculum Development for Business Education
 - c. Implementing Vocational Business Education Programs

B. Requirements for a Two- (2) year Certificate:

Option I

1. Baccalaureate degree in business education or have met business education certification requirements; and
2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; or

Option II

1. Baccalaureate degree in a business-related major;
2. One thousand (1,000) hours of directly related occupational (non-teaching) experience; and
3. Evidence of successful completion of the Missouri New Teacher Institute

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A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

CERTIFICATE RENEWAL REQUIREMENTS

II. Requirements for Certificate Renewal:

A. To renew a five- (5) year certificate, the teacher must:

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B. To renew a two- (2) year certificate, the teacher must:

1. Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five- (5) year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.